



# RMS – Risk Management Services

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## OSHA SELF-AUDIT WORKSHOP

Assessing Your Company's Compliance Status

### WORKSHOP DESCRIPTION

Do you want to know which OSHA regulations your company is not complying with, but can't afford consultation fees? Do you feel as if you have OSHA compliance under control, but would like a second opinion to make sure you are not overlooking anything? This half-day workshop is designed for business owners whose budget will not support outside assistance, and Safety Managers who want to double check the comprehensiveness of their safety program.

Each participant will be guided through the process of auditing their business operations by completing various checklists that identify written safety programs, documentation, and employee training that their specific company is required to manage. They will also be educated on the top 50 most recent OSHA citations, and they will be given the tools necessary to identify these citations in their own facility on a frequent basis. Upon helping each participant identify their company's compliance gaps, and getting them well-acquainted with the most recent citations, the instructors will explore the best methods being used by today's leading companies to implement and manage an effective safety program.

### WORKSHOP TOPICS

- 📖 Why Safety Makes Sense
- 📖 The 5 Elements of Compliance
- 📖 Written Program Requirements
- 📖 Documentation Requirements
- 📖 Training Requirements
- 📖 Top 50 OSHA Citations
- 📖 The Need for Management Commitment
- 📖 How to Involve Employees
- 📖 Analyzing and Controlling Hazards
- 📖 Means for Providing Training

### TARGET AUDIENCE

This half-day workshop is designed for business owners whose budget will not support outside assistance, and Safety Managers who want to double check the comprehensiveness of their safety program.

### WORKSHOP INSTRUCTOR

Kevin Beswick, RMS – Risk Management Services . . . . . *Compliance Specialist*  
Bill Miller, BuSET – Bureau of Safety Education and Training . . . . . *Safety Consultant*

### COST & CANCELLATION

The cost for this workshop is \$150 per person. Refreshments will be included in the fee. **GROUP DISCOUNT:** For every two participants, the third is half price!

To cancel and obtain a full refund, please make sure RMS receives your notice in writing at least 2 weeks prior to the workshop. If you cancel in writing less than 2 weeks, but before date of the workshop, you'll receive an 85% refund. No refunds are given for cancellations received on the date of the workshop or later.

### DATE, TIME & LOCATION

March 6, 2003 [Manufacturing ONLY] . . . . . 8am – 12pm . . . . . Indianapolis Area (To Be Determined)  
November 13, 2003 [Manufacturing ONLY] . . . . . 8am – 12pm . . . . . Indianapolis Area (To Be Determined)

CHECK OUT OUR WEB SITE FOR MORE TRAINING INFO  
[www.rskmgmt.com](http://www.rskmgmt.com)